

# Equal Opportunity Information

## INFORMAL COMPLAINT PROCEDURES

*Whenever possible, always attempt to solve the complaint with the person(s) involved. The Informal Resolution System (IRS) enables you to resolve conflicts at the lowest level possible.*

### > DIRECT APPROACH

*Approach the person involved directly.*

### > INFORMAL THIRD PARTY

*Ask a friend or co-worker to accompany you to talk with the individual(s) involved.*

*Bring the situation to the attention of your chain of command  
Request mast with your Commanding Officer.*

### > REQUEST TRAINING

*Presenting training in the areas of discrimination, harassment or inappropriate behavior is a good method of communicating to the offending person(s) in a non-threatening way that the behavior is inappropriate.*

**\*\*\*If you are unable to resolve the conflict using the Informal Complaint Procedures, use the Formal Complaint Procedures\*\*\***



*Your Rights and Responsibilities!*  
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## FORMAL COMPLAINT PROCEDURES

### NAVPERS 5354/2 (Navy Equal Opportunity/Sexual Harassment Complaint form)

*-Used to process EO/SH complaints within a command. Provides strict timelines and outlines a detailed procedure for grievance resolution.*

### NAVREGS Article 1150 (Redress of Wrong Committed by a Superior)

*-If the complaint is against a superior and you do not use the EO/SH complaint form, you may file a complaint under NAVREGS ART 1150.*

### UCMJ Article 138

*-If the grievance is against your commanding officer, submit the formal complaint to the person exercising general court-martial authority over the commanding officer, via the chain of command.*

**\*\*\*Contact your local Navy Legal Service Office (NLSO) for assistance when filing an ART 1150 or ART 138\*\*\***

#### Resources

**Navy Equal Opportunity/Sexual Harassment Advice Line**  
1 (800) 253-0931  
Commercial: (901) 874-2507 DSN: 882  
Overseas: CALL COLLECT (901) 874-2507  
Email: Mill\_Navy\_EO\_Advice@navy.mil  
www.persnetnavy.mil/pers00h

**Navy Inspector General Fraud, Waste and Management Hotline**  
1 (800) 522-3451  
Commercial: (202) 433-6743 DSN: 288

*Fair and equitable treatment of all hands, by all hands, at all times!*

#### References

NAVPERS 15620 (Informal Resolution System (IRS) Booklet)  
NAVPERS 5354/2 (Navy EO/SH Complaint Form)  
UCMJ ART 138 (Redress of Wrong Against the Commanding Officer)  
NAVREGS ART 1150 (Redress of Wrong Committed by a Superior)  
OPNAVINST 5354.1 (Series) (Navy Equal Opportunity Policy)  
SECNAVINST 5300.26 (Series) (Policy on Sexual Harassment)  
Manual for the Judge Advocate General

#### Local Command Points of Contact

EOA/CMEO POC \_\_\_\_\_  
EEO POC \_\_\_\_\_  
LEGAL \_\_\_\_\_